

## Pregnancy Maintenance Initiative (PMI) 2016-2017 (FY17 Auto Copy)

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Catholic Charities of Southwest Kansas

Period: 07/01/2016 - 06/30/2017

Filter(s): Catholic Charities of Southwest Kansas;

### A - Administration and Management

#### A.1 - Capacity building and accountability

Start Date:

End Date:

Attachments: Organizational Chart; 2015 IRS 501c Letter; 2015 Catholic Directory Listing

Attach proof of Non-Profit Status (501(c)(3))

Did you attach your Non-Profit Status (501(c)(3))?: Yes

List your PMI Program staff names, positions and email addresses (Note the staff member who is the Primary Point of Contact): Amy Falcon, LBSW Case Manager - afalcon@catholiccharitiesswks.org (Primary point of contact) Lori Titsworth, LBSW Case Worker - ltitsworth@catholiccharitiesswks.org Debbie Snapp, LBSW Executive Director - dsnapp@catholiccharitiesswks.org Melissa Legleiter, Office Manager - mlegleiter@catholiccharitiesswks.org Gina Pack, Administrative Assistant - gpack@catholiccharitiesswks.org Rebecca Ford, Marketing Director - rford@catholiccharitiesswks.org

Summarize your staff management plan to include verification of staff licensure, documentation of mandated training, performance appraisal process and professional development plan.: All case workers working with the PMI program at Catholic Charities of Southwest Kansas are licensed bachelor-level social workers as requirements of their position. Licenses are verified through the Behavioral Sciences Regulatory Board. All new hires are required to go through a staff orientation, during which they learn agency policies and are made aware of the program expectations associated with the Stan Clark Pregnancy Maintenance Initiative program within the agency. PMI caseworkers are required to participate in the annual meeting required by the PMI grant. Performance reviews are conducted for each employee on an annual basis. All licensed social workers must complete their 40-hour continuing education requirements to maintain their social work license in subject matters relevant to the work that they do as part of their professional development plan. Documentation of completed continuing education is maintained in the employee's file.

Attach an Agency Organizational Chart

Did you attach an Agency Organizational Chart that clearly identifies where the PMI section falls within the agency and the staff associated?: Yes

##### A.1.1 - Build internal capacity

Start Date:

End Date:

Attachments:

##### A.1.1.1 - Attend annual meeting/training provided by KDHE

Start Date:

End Date:

Attachments:

**A.1.1.2 - Provide orientation and training of new staff****Start Date:****End Date:****Attachments:**

**Describe your process for orienting and training staff new to the PMI program.:** The PMI project coordinator provides orientation for any new staff involved in the project and ongoing support and education to existing staff. New staff are oriented to the organization policies and procedures. The PMI project coordinator reviews the Pregnancy Maintenance Initiative Manual, specific program policies and required forms. New staff are provided access to Catalyst and DAISEY as appropriate for their position and training is provided by Catholic Charities staff or through KDHE support systems. Project coordinator is available to staff for follow-up and continued training and support. Weekly team meetings are held to monitor the services and project objectives.

**A.1.1.3 - Develop a method for recruiting selecting, and training staff****Start Date:****End Date:****Attachments:****A.1.2 - Communicate and coordinate local work with State staff****Start Date:****End Date:****Attachments:****A.1.2.1 - Submit Financial Status Report and Client Demographic Summary quarterly****Start Date:****End Date:****Attachments:****A.1.2.2 - Submit Quarterly Progress Report****Start Date:****End Date:****Attachments:****A.1.2.3 - Participate in site visits and technical assistance calls as requested by the State****Start Date:****End Date:****Attachments:**

## A.2 - Program evaluation

**Start Date:**

**End Date:**

**Attachments:** Client Satisfaction Survey Page 1; Client Satisfaction Survey Page 2

**Summarize your program evaluation methods to include how you will expand services to meet community needs.:** Through an initial intake with each client, caseworkers determine each client's identified needs including prenatal medical care, medical care for women and infants, housing education programs, parenting classes, legal assistance, adoption counseling, drug and alcohol assessment and treatment, domestic abuse protection, child care, transportation, and mental health services. We then can link each client with services within our agency or with other partner agencies in the community to make sure each individual need is met.

Client demographic reports completed specifically for the PMI grant also shed some light on which areas of the community are being served -- these examine race, education levels, employment status, poverty level, and pregnancy outcome for the clients involved. If at some point, we feel that a particular subset of the population is not being served effectively, the appropriate actions will be taken to recruit more clients from that subset.

Finally, client satisfaction surveys are an important tool for the evaluation of our program and are given at the completion of a client's participation. In this survey, we can determine what unmet needs the clients are experiencing and what additional services are needed to address those unmet needs.

All information will be provided to the PMI Advisory Board which can make recommendations about program improvement to the PMI project coordinator and to the Catholic Charities board of directors.

**Attach a Client Satisfaction Survey in the attachment section above**

**Did you attach a Client Satisfaction Survey?:** Yes

### A.2.1 - Develop a program evaluation process to ensure services are provided as proposed

**Start Date:**

**End Date:**

**Attachments:**

#### A.2.1.1 - Develop and use a client satisfaction survey

**Start Date:**

**End Date:**

**Attachments:**

#### A.2.1.2 - Develop and maintain program policies and procedures that are based on program standards and guidelines.

**Start Date:**

**End Date:**

**Attachments:**

### A.2.2 - Create and maintain a functioning advisory group.

**Start Date:**

**End Date:**

**Attachments:**

**Describe your PMI Advisory Group membership and frequency of meetings.:** The PMI Advisory Group will consist of four members from the community who are knowledgeable about pregnancy support services. These people will come from different areas of expertise and will be able to advise the PMI project coordinator on the effectiveness of the pregnancy support services provided by Catholic Charities of Southwest Kansas. The PMI Advisory Group will meet quarterly.

The PMI Advisory Group will review quarterly reports, program services, referral sources, community partners and make recommendations for program improvement. Those recommendation will be made through the PMI project coordinator to the executive director who will provide the information to the Catholic Charities board of directors.

**A.2.2.1** - Composition of the advisory group will reflect the community (race, ethnicity, SES)

**End Date:**

**Attachments:**

**Start Date:**

**A.2.2.2** - Regular meetings will be held and minutes of the meeting kept

**Start Date:**

**End Date:**

**Attachments:**

## **B - Data and Information**

## B.1 - Measure program impact

**Start Date:**

**End Date:**

**Attachments:**

**Describe your program goals, objectives and outcome measures.:** 1. Catholic Charities of Southwest Kansas will complete a thorough assessment of the PMI clients and support them in making a plan for themselves and their child/children.

- a. The social worker will complete the PMI intake and assessment packet with one month of the enrollment date.
- b. The social worker will complete the goal plan within one month of the enrollment date.
- c. The social worker will review the goal plan with the client quarterly.

2. Catholic Charities of Southwest Kansas will ensure that the PMI clients have access to the services they need.

- a. The social worker will use evidence based curriculums to provide prenatal education for the PMI clients.
- b. The social worker will refer the PMI clients to a minimum of two community resources.
- c. The social worker will provide information about adoption to 100% of the PMI clients.

3. Catholic Charities of Southwest Kansas will support the PMI clients in order to have healthy outcomes and transition to self efficiency.

- a. 95% of the PMI clients will deliver their babies at 37 weeks or later.
- b. 90% of the PMI clients and their children will have a safe and secure housing environment.
- c. 75% of the PMI clients will have a plan in place once they complete services.
- d. 50% of the PMI clients will complete a satisfaction survey once they complete services.

4. Catholic Charities of Southwest Kansas will participate in community outreach.

- a. A representative from the agency will provide outreach by speaking with the community through presentations, booths, and/or attending events twice per quarter.
- b. The social worker will send out mailings to area health departments, schools and churches once every 6 months.
- c. The agency will promote the PMI services through our social media accounts quarterly.
- d. The Advisory Group will meet quarterly.

**How will you measure effectiveness of services, interventions and referral networks?:** Each client participates in the PMI Intake and Needs Assessment, Life Domains Goal Planning, and help in attainment of the goals identified through the services of a case manager. Each client's goals are tracked throughout his/her participation in the program. The agency provides follow-up counseling and case management services for women, newborns, and their families for at least one year after delivery based on individual client needs and goal attainment. The attainment/non-attainment of a client's goals are direct evidence of the program's effectiveness.

The reporting forms required by the PMI grant including the client demographic survey and the narrative report completed by caseworkers quarterly provide measures to monitor the number of clients served and tracks statistics (client race, ethnicity, education level, poverty level, live births by weight, infant deaths and adoptions, etc.) showing the population subsets that are being served through the program. Catholic Charities of Southwest Kansas will be working with Western Kansas Statistical Lab to develop a tracking system that will enable us to determine what is effective and what changes may need to be made. We will measure the clients at intake and at program completion for an assessment of needs. We will measure the change in needs as a way to gauge the effectiveness of the services provided overall. A secondary source of effectiveness will be measured by a satisfaction survey of the program. The achievements of the Life Domain goals will be used as a primary method to measure the effectiveness of interventions. Finally, we will measure the effectiveness of the referral networks by tracking client utilization of the referred services as well as client satisfaction of the referred services.

**How will you ensure services provided are those needed by clients?:** Each pregnant woman, fathers, and other family members will receive necessary support, through the services of a case manager, to help carry pregnancies to term, resulting in positive outcomes for both the child and the mother. Women who experience stillbirth or fetal demise will receive all necessary supports to cope with loss. At all levels of service, we will provide referrals to an array of community resources, as appropriate, which facilitate healthy lifestyles for mothers and babies and ensure that all needs are met, even if CC does not directly provide a particular service needed by the client. Measuring these aspects will allow us to make sure that the services provided are utilized, ensure that grant funds are effectively used, and will allow us to demonstrate effectiveness to our partners in our community.

**Describe your plan for collecting and entering client information into DAISEY (KDHE approved data system), including who will collect the information and how it will be collected. If you plan to import data from another system, include the name of the system (Insight, Nightingale Notes, etc.):** The social worker conducting the intake will collect the information either on paper and enter it into DAISEY at a later time or electronically enter the information directly into DAISEY. The social worker will also continue to enter the data into DAISEY for any further visits with the client.

**B.1.1 - Develop an evaluation tool to measure program effectiveness**

**Start Date:** 07/01/2016

**End Date:** 06/30/2017

**Attachments:**

**B.1.1.1 - Gather and use data to plan and evaluate interventions and referral networks**

**Attachments:**

**Start Date:**

**End Date:**

**B.1.1.2 - Gather and use data to assess program impact**

**Start Date:**

**End Date:**

**Attachments:**

## **D - Interventions to Improve Public Health**

**D.1 - Provide services to enable pregnant women to carry their pregnancies to term****Start Date:****End Date:****Attachments:**

**Describe services to be provided to pregnant women that will enable them to carry their pregnancies to term. Note the strategies and curriculums used and note whether or not they are evidence-based.:** The purpose of the Pregnancy Support Services Program at Catholic Charities of Southwest Kansas is to help women and men make the best decisions for themselves and their baby. The program addresses decision making skills, identifying personal values, clarifying personal needs, exploring relationships, meeting the child's best interests, and assessing financial situations. The goals of the program seek to improve the health of the mother and her unborn child by ensuring access to adequate prenatal care and also by providing education on healthy choices and options after the child's birth, in order to reduce stress during the pregnancy. In addition, the caseworker advocates for the mother, provides positive reinforcement, and promotes healthy relationships. We also provide referrals to an array of community resources that facilitate healthy lifestyles for mothers and babies. There are no fees charged to pregnant clients and/or their families for pregnancy support services.

The social worker will provide prenatal education to the PMI clients by using information from Mother's Advocate, which is evidence based. Another resource that is evidence based is the Coalition for Improving Maternity Services. The social worker may also provide information in the areas of discipline, meeting basic needs of children, nutrition, financial management, relationship education as well as furthering their education.

**Describe the adoption services and pregnancy education to be provided as part of the program.:** The case manager works through the initial contact with the mother by filling out the Pregnancy Maintenance Initiative Intake and Needs Assessment. The Case Manager will then discuss this assessment with the mother and talk about her options of parenting or adoption. If the mother is interested in exploring adoption of their child at birth, she is then referred to adoption services within the agency. CC has an adoption program with families that are approved and waiting to adopt a child. The pregnant mother and father are shown profiles of the adoptive couples in order to select who they would like to meet. A meeting then takes place and a match is made. They then work on building their relationship and preparing for the baby. The social worker also helps the expecting mother complete a birth plan for her time in the hospital. This is explained to all of our PMI clients. A social worker is there for information and support throughout this process and after the baby is born. If the pregnant mother decides to make a parenting plan, CC has a multitude of resources available to teach the parents about child development, nutrition, discipline, healthy relationships and other topics they need information about. If the parenting mother is between the ages of 13 and 23 years old, she is eligible to apply for the Teen Moms Program. This program focuses on the young mother by providing her support to finish her education, obtain employment and learn the skills she needs to be a good parent to her child. The students in this program write goals each semester and are matched with a mentor for added support.

The social worker will use the Loving and Caring workbooks to help the PMI clients make a decision regarding adoption or parenting. There are three sets of workbooks. The first one is Basic Decision Making, the next one is Looking at Adoption and the third one is, Is Parenting for me now? These are not evidence based, however are used to aid them in making an important decision. The social worker will provide support to the PMI client based on the decision that she makes.

**Estimate the total number of pregnant women to be served during the grant period.: 50****D.1.1 - Assure that no individuals unable to pay will be denied pregnancy maintenance services****Start Date:****End Date:****Attachments:****D.1.1.1 - Have on file written protocols that clearly outline how the local pregnancy maintenance services are to be implemented****Start Date:****End Date:****Attachments:****D.1.2 - Adoption services and pregnancy education will be part of the program****Start Date:****End Date:****Attachments:**

**D.1.2.1 - Case managers to attend adoption training class****Start Date:****End Date:****Attachments:****D.1.2.2 - Provide plan for providing adoption as an option****Start Date:****End Date:****Attachments:****D.1.2.3 - Provide adequate resources and referrals****Start Date:****End Date:****Attachments:****D.2 - The program shall not perform, promote or refer for education in favor of abortion.****Start Date:****End Date:****Attachments:****Can you provide assurances that the program will not perform, promote or refer for education in favor of abortion?:** Yes**Select all counties to be served below****County:** Barber; Barton; Clark; Comanche; Edwards; Finney; Ford; Grant; Gray; Greeley; Hamilton; Haskell; Hodgeman; Kearny; Kiowa; Lane; Meade; Morton; Ness; Pawnee; Pratt; Rush; Scott; Seward; Stafford; Stanton; Stevens; Wichita**D.2.1 - Provide assurances****Start Date:****End Date:****Attachments:****E - Communications and Promotions****E.1 - Increase public awareness of services and generate buy in****Start Date:****End Date:****Attachments:**

**How will you promote your Pregnancy Maintenance Initiative (PMI) services to the community?:** Our marketing director will provide mailings to a network of community services and personal contacts, and make presentations to community civic organizations and groups on the PMI program. We will also target the program population by advertising at area high schools and colleges (including alternative high schools), providing program materials to school nurses, counselors, and health departments in the service area. We have found that advertisement on social media sites also increases awareness within the community. The social worker also provides groups at the local high school and alternative school in Dodge City, one being a Moms to Be group and the other, a Teen Moms group.

**What are your planned outreach activities?:** Letters and brochures describing our PMI services will be sent out to the high schools and middle schools in the 28 counties that we serve. These items will also be sent to all of the health departments in those counties as well as other service providers in the area such as DCF, St. Francis, the Healthy Steps program and the local mental health centers. The social worker will continue to provide groups at the high school and alternative school in Dodge City to reach more of the pregnant population. CC also has other programs that refer pregnant clients to the PMI program. The social workers will also provide any requested presentations about the PMI program to any group or agency that requests one. These can be done at churches, head start programs, court programs, schools, etc.



#### E.1.1 - Promote services to community

Start Date:

End Date:

Attachments:

#### E.1.2 - Planned outreach activities

Start Date:

End Date:

Attachments:

#### E.1.3 - Target and recruit clients

Start Date:

End Date:

Attachments:

### F - Partnerships

#### F.1 - Collaborative partnerships with community providers

Start Date:

End Date:

Attachments:

**Identify your key partners including community-based health, social service providers, and Maternal and Child Health (MCH). Describe how you collaborate to ensure needed services are provided.:** Our key community partners include the schools in the areas we serve as well as the alternative schools. They either refer pregnant students to us or allow us to come in to the school to provide groups for the pregnant students. Other community partners include DCF, St. Francis, the health departments, mental health centers and the Healthy Steps Program, as they refer pregnant clients to the PMI program as well. Catholic Charities of Southwest Kansas is also involved in the Suicide Prevention Coalitions and The Model for Change (County health coalition), where information about the PMI program is shared.

**When referring for services outside the program, what are the processes for initial referrals and for follow-up after referral?:** When referring to other agencies, we either call ahead for the client or the client will contact the agency on their own. We will then follow up with the client afterwards and with the agency if further help is needed to obtain the service. This is documented in the client's file.

#### F.1.1 - Build and maintain local partnerships

Start Date:

End Date:

Attachments:

##### F.1.1.1 - Develop and maintain collaborative partnerships with community providers of related services

Start Date:

End Date:

Attachments:

##### F.1.1.2 - Develop referral sources for related services

Start Date:

End Date:

Attachments:

**F.1.1.3 - Track referrals made and outcomes of those referrals**

**Start Date:**

**End Date:**

**Attachments:**